

Figure 2-1:

Caltrans Code of Safe Surveying Practices

Distribution

All Survey's employees shall have ready access to this code.

Philosophy

No survey project is important or urgent enough to warrant compromising safe surveying practices.

Responsibilities

Individuals: All field personnel shall have a practical working knowledge of this Code, the *Caltrans Safety Manual*, and this section of the *Survey's Manual*.

Employees are responsible to:

- Do everything reasonably necessary to protect life, safety, and the health of themselves, other employees, and the public.
- Comply with all occupational safety and health policies, procedures, laws, rules, and regulations.
- Promptly report injuries, illness, accidents, and unsafe conditions, tools, and equipment to their supervisor or leadworker "in charge."
- Report to work mentally and physically capable of performing all their assigned duties without jeopardizing the safety and health of themselves, other employees, or the public. This means employees must be free from the effects of medication, controlled substances, alcohol, or the complications arising from illness or injury which might impair judgment or the ability to perform their work.

Supervisors: Supervisors or leadworkers "in charge" are responsible for:

- Monitoring safety conditions and employee performance.
- Instructing employees about safety policies and practices affecting them.
- Prohibiting employees from working when they appear to be unable to perform their duties and there is concern about the safety of the employee or others.

Planning for Safety

Safety shall be given top priority in the planning of all surveys. Factors considered when planning a survey shall include:

- The safest time of the day that the survey can be accomplished.
- The optimum number of personnel to accomplish the survey safely.
- The assignment of specially trained and qualified personnel to the more hazardous jobs.
- Using surveying methods that minimize employee exposure to traffic.

Personal Clothing Requirements

Each employee must provide and wear their own clothing and footwear that will provide adequate protection for the assigned task.

Personal Protective Equipment

Hard Hats: State-issued hard hats must be worn while exposed to vehicular and equipment traffic, falling or flying material, and other similar hazards, and shall also be worn when employees are within the right of way of a traveled road or on a construction site.

Warning Garments: Orange or strong yellow-green vests, shirts, or other warning garments shall be worn when exposed to vehicular or equipment traffic and when working within the right of way of a traveled road or on a construction site.

Eye Protection: Safety glasses, goggles, or face shields shall be worn when working near traffic or using drilling and driving machines and tools, or encountering falling or airborne and windblown material, or other similar hazards.

Ear Protection: Ear plugs or muffs shall be worn when working around hazards affecting the ear or when noise levels may cause hearing loss. As a general rule, if you cannot carry on a conversation without shouting, the noise level requires hearing protection.

Other: Special safety equipment such as steel-toed boot covers, etc. shall be provided and shall be used as required or directed.

Safety Meetings

Tailgate meetings shall be held by each survey party at least once every ten working days. Meetings shall be held as required to prepare for imminent and especially potent hazards. Such hazards shall include, but not be limited to, poisonous plants, snakes, insects, animal hazards, mountainous terrain, high-fire-hazard areas, traffic, heavy equipment, water exposure, and high temperature.

Safety Training

Employees shall be provided all mandatory safety training. Specialty training shall be provided as required.

Vehicular Traffic

Work, no matter how short the duration, must not be performed on or adjacent to the traveled way without proper protection. This includes proper warning garments, signs, flaggers, "lookouts," and/or lane closures, as required to work safely.

Tools and Equipment

Use only the proper tool, in the proper condition, for each job. Do not operate equipment unless you have received training in its use.

First Aid Requirements

Each member of a field survey party or working group shall receive first aid training at least once every three years. Each survey party vehicle shall be equipped with an approved 16-unit, or larger, first aid kit, *Red Cross Manual*, and fire extinguisher.

Vehicle Operation

All operators of State-owned vehicles must be trained in defensive driver training once every four years. Each operator must drive defensively and observe all applicable traffic laws.

Operational Precautions

- Do not enter ditches, trenches, conduits, or confined spaces until you are certain it is safe to do so.
- Suspend operations when unsafe conditions or uncontrollable hazards develop. Resume work only when safe conditions have been restored.
- When working in an unfamiliar environment, check with others about safe procedures.
- Be especially careful when working at night.

